NAME: _____   NO WHITE OUT ALLOWED.

The following codes are reimbursable under the Medi-Cal Administrative Activities program. As you record time under each of these specific codes, please include two to three _samples_ of the activity performed on lines provided below each code. To maintain confidentiality, avoid using specific names. Some examples have been included as a reference.
Note: 189 - 193 characters Max allowed per line.

Code 4. Initial Medi-Cal Outreach: Use this code when initially informing persons about the Medi-Cal program. Examples: informing persons, particularly high risk groups, about Medi-Cal, to determine eligibility; providing referral assistance; participating in or coordinating Medi-Cal trainings/outreach directed toward improving the delivery of Medi-Cal services; and referring students to Medi-Cal-covered services, program screenings, program initiatives, and services; identifying and referring students to Medi-Cal family planning services.

Samples:

Code 6. Facilitating Medi-Cal Application: Use this code when assisting an individual in becoming eligible for the Medi-Cal program. Examples: informing individuals of eligibility criteria; helping a family gather information and prepare and package forms; and referring the family to the local eligibility office. Use available information to expand enrollment in Medi-Cal.

Samples:

Code 8. Ongoing Referral, Coordination, and Monitoring of Medi-Cal Services: Use this code for time spent making referrals and coordinating and/or monitoring the delivery of Medi-Cal services. Examples making referrals for medical/mental health Medi-Cal-covered evaluation/screens (but NOT State-mandated exams), and case-managing medical/mental health evaluations and services in the school and community covered by Medi-Cal.

Samples:

Code 10. Transportation-Related Activities in Support of Medi-Cal-Covered Services: Use this code for administrative time spent assisting an individual to obtain transportation to a Medi-Cal-covered service. Example: time coordinating and scheduling IEP specialized transportation to Medi-Cal-covered services. This code does not include time spent billing the provider of the transportation or the actual provision of transportation.

Samples:

Code 12. Translation Related to Medi-Cal Services: Use this code when arranging for or providing translation services to help individuals access and understand treatment and plans of care covered by Medi-Cal. Translation services must be provided, or arranged with a separate unit or separate employee who specifically performs translation functions for the school, and it must facilitate access to Medi-Cal-covered services.

Samples:

Code 14. Program Planning, Policy Development, and Interagency Coordination Related to Medi-Cal Services Only employees whose job description includes Medi-Cal planning, policy development, and interagency coordination should use this code. Use this code when collaborating with other agencies to evaluate a need for Medi-Cal services; monitoring Medi-Cal/ mental health delivery in schools; developing Medi-Cal referral resources; or participating in interagency committees to identify, promote, and develop Medi-Cal-covered services within the school system.

Samples:

Code 15. Medi-Cal Claims Administration, Coordination, and Training: This code is for use by LEA, LEC, and LGA coordinators when performing activities that are directly related to Medi-Cal claims administration and coordination.

Samples:

Code 16. General Administration/Paid Time Off : This code would be used when performing activities that are not directly assignable to program activities. Does not include tasks that you were specifically hired to do This code also captures paid time off away from your job.

Samples:

Use additional pages for sample documentation of actual MAA performed as needed